

STREET NEEDS ASSESSMENT

Outdoor Survey Methodology Key Points

Who to Survey

- Study Areas are carefully chosen in advance – only survey people you encounter in your study area
- Surveys are conducted with people who are:
 - 16 years of age or older; **and**
 - Staying outdoors **on the night of April 27; and**
 - Have not already completed the survey earlier that night; **and**
 - Consent to complete the survey
- Outdoors includes sidewalk, street, alley/laneway, park, bus shelter, forest, encampment, vehicle, ravine, abandoned/vacant building.
- Surveys should **not** be conducted with people who may have stayed outdoors the night before but are staying in a shelter tonight. They should also not be conducted with individuals who are panhandling but staying in a shelter that evening.
- Surveys are conducted on your mobile device via the CheckMarket link.
- Each individual can only do the survey once
- Only one person should conduct the survey with the individual. Keep an eye on your team members for everyone's safety.
- Your outreach agency has been given a target number of surveys to complete. Please try to complete the minimum number of surveys. If you can do more surveys, you will have enough honoraria to do so up to a maximum.

How to do the Survey

- Surveys are conducted on your mobile device via the CheckMarket link that was emailed to you
- Please ensure you are using a mobile device, laptop or computer with internet access
- To start a survey, open the CheckMarket link that has been sent to you
- The survey tool has been set up so you can conduct surveys with multiple people. When you finish a survey and hit "submit", a new button will come up saying "Start New Survey" to begin another survey with a client.
- Do not allow participants to complete the survey themselves. **You should read the question to the participant and record all answers.**

- Begin reading the opening script - Do not skip over the opening script and informed consent section as it contains important information that a person needs to make an informed decision to participate.
- Follow the exact wording and order of questions on the survey. Follow the prompts provided in asking the questions.
- Ask the participant to specify when they have given an "Other" or "Not Listed" response. Be sure to enter the response that is provided.
- Read the surveyor's closing script when you have completed the survey, thank the participant, and provide the \$10 cash honoraria. Sign the initials of the individuals on the honoraria sign out sheet to confirm receipt of honoraria.
- Do not write the participant's or any other person's name or personal information on the survey – the survey is anonymous.
- You **must** record the **study area number** – this is a critical part of the methodology and essential for calculating the outdoor estimate.
- Do not guess what the participant means when they provide a response. You can ask a follow-up question to clarify, or if necessary, record the response under 'Other/Not Listed'.
- At any point you can end the survey by selecting "Stop Survey"

Cash Honoraria Provision

- Any individual who has started the survey should receive **one** \$10 cash honorarium.
- The only individuals who should not be given an honorarium are those who are not eligible for the survey or do not consent to participate (i.e., you never started the survey with them).
- The Outdoor Site Coordinator should secure the cash honoraria and TTC tokens in the field. The Outdoor Site Coordinator will be responsible for collecting them at the end of the night and storing them in a safe place.

TTC Token Provision

- The Outdoor Site Coordinator has been given TTC tokens for individuals who need to get to a shelter or 24-hour respite later that evening.